

LSTA Advisory Committee
Meeting Agenda – Wednesday, November 19, 2014
Comfort Inn & Suites, DeForest

Advisory Committee Members Present

Gus Falkenberg (Indianhead Federated Library System), Stacy Fisher (Waunakee Community School District), Erin Foley (Rio Community Library), Nyama Marsh (Whitefish Bay Public Library), Gerri Moeller (Outagamie Waupaca Library System), Eric Norton (McMillan Memorial Library), Krista Ross (Southwestern Wisconsin Library System), Marla Sepnafski (Wisconsin Valley Library Service), and Kristin Stoeger (Farnsworth Public Library).

Advisory Committee Members Excused

Mary Driscoll (Dane County Library Service), Jennifer Einwalter (Slinger Public Library), Cherilyn Stewart (Manitowoc Public Library), and Linda Stobbe (Northern Waters Library Services).

Division Staff Present

Nancy Anderson, Martha Berninger, Ryan Claringbole, John DeBacher, Terrie Howe, Kurt Kiefer, Jamie McCanless, Tessa Michaelson Schmidt, Lisa Weichert, and Denise Anton Wright

Call to Order / Introductions

Howe called the meeting to order at 9:05 a.m. Committee members and Division staff introduced themselves.

Welcome / Opening Remarks

DeBacher welcomed everyone and indicated that he will go over LSTA budget issues a bit later; it's been an up and down year. There's currently a review of library systems and how library services are delivered in our state; this evaluation process is still going on. DeBacher and Claringbole attended the open house for Waukesha County Federated Library System's new location yesterday. DeBacher is confident that library services are very highly used and very well regarded in our state.

Kiefer expressed his thanks that everyone takes time out of their day for this very important LSTA Advisory Committee meeting. He is eternally optimistic; this year has been a very good one with over \$4 million invested into the fiber project alone. Nearly every school / public library in Wisconsin now has fiber and we are way ahead of most states. This has been accomplished because of important partnerships like the one that's been established with David Cagigal, Administrator for the Division of Enterprise Technology (DET) and the State's Chief Information Officer. Cagigal loves libraries and schools and wants to make sure that they have what they need. A new BadgerNet contract will be negotiated next year and we will be partnering with WLA and WEMTA for investments in network updates. We will be drawing upon studies like the "Aspen Report - Rising to the Challenge" to leverage for libraries in our state; this is the vision that we're looking to achieve.

Kiefer reminded the group that libraries are the center of the community, but we need to build those partnerships / collaborative relationships. Current projects that our state is working on – such as ILEAD USA, family literacy, early literacy, and workforce development - are all about building partnerships.

Review of the Agenda

Howe affirmed that a quorum of the Committee was present. She reviewed the agenda, including the process to be followed. Sepnafski motion / Falkenberg second. Agenda approved.

Minutes of April 2, 2014 meeting

Sepnafski motion / Falkenberg second. No changes. Minutes accepted.

LSTA Coordinator's Report & LSTA Plan Update

Howe reported on the state of IMLS. Every four years the directorship of the IMLS alternates between the "library side" and the "museum side". The term of the current director, Susan Hildreth (former city librarian in Seattle) will be up at the end of 2014, so the President will be appointing someone from the world of museums for this position. At this point the IMLS is unsure what their budget will be for next year but we are hopeful.

Howe is working on our state's 2013 LSTA annual report which is due to the federal government by December 31st. There were numerous projects during 2013 due to the Growing Wisconsin Readers initiative. We have not seen a copy yet but the 2014 annual report will be changing fairly dramatically by incorporating the financial reporting component into the annual report. We will receive training on the new report. Each time the report changes, the guidelines are changed as well. The reason for the changes is the need for greater consistency so the federal government can compare how IMLS dollars are spent. Kiefer reported that he's heard overwhelmingly positive comments about the changes to the LSTA annual report from the states involved with COSLA. He encouraged everyone to look at these changes as an opportunity to leverage the reporting approach in a much more meaningful way. Moeller asked if these changes would also impact the public library and system annual reports. Howe clarified that these changes only impact LSTA reporting.

Kiefer and DeBacher discussed the possible future partnerships between libraries and the Department of Workforce Development (DWD). These would not be LSTA funds but rather a separate grant / program. Kiefer said to keep our ears open; he's met with the DWD and has made it clear that libraries should have a "seat at the table."

Howe reported that all is going according to schedule with our state's LSTA plan. Howe and DeBacher reported that every five years we are required to develop and submit a new plan to the IMLS. We have the opportunity to revise the plan as we go along. Next year will be the midpoint for our current plan (2013 to 2017). Howe displayed the current plan to the Committee.

2015 LSTA Application Overview

Howe provided an overview of the application process. Applications were due in September and reviewed in October. There were five categories; each category reviewed by five reviewers. What everyone saw in the online documents was based upon this review process and the corresponding point system.

Public Hearing

No one outside of the Committee attended the Public Hearing.

Procedures: Discussion / Review of Applications & Conflict of Interest Policy

Howe and DeBacher explained what constitutes a conflict of interest. A Committee member may offer clarification relating to questions regarding an application he / she worked on; however, advocating for that application to receive funding is not allowed.

2015 Budget Issues and Guidelines

DeBacher reminded everyone that at this meeting we are approving and budgeting for projects during 2015. At the April 2nd 2014 meeting we set the grant categories. Grants have now been submitted, have been reviewed, and recommendations have been made regarding funding. DeBacher discussed the 5% reduction that is reflected in the draft 2015 LSTA budget.

DeBacher also discussed the situation surrounding the Maintenance of Effort (MOE) for federal LSTA funds. During the 2012 state budget year, system funds were cut by 10%, so we are 4.73% below where our state should have been. Our Division explained the situation and why our program was cut to LSTA but our waiver was denied. We have until November 21st to appeal this denial. DeBacher is currently working on the appeal with assistance from DPI accounting staff. It is estimated that the MOE penalty will be \$135,000. No more than 4% of LSTA funds can be used for the administration of the program, so 2016 may be a little tighter. In the past we've been able to carry over some LSTA funds; these funds have been incredibly helpful because finalization of the federal budget has been delayed. If the appeal were granted, Sepnaski wondered how the \$135,000 would be used. DeBacher replied that the funds may be used for carry over. If not, we would work with the LSTA Advisory Committee to decide whether projects would be funded from these funds.

DISCUSSION / REVIEW OF LSTA APPLICATIONS 2015 DISCUSSION - STATEWIDE DIVISION PROJECTS

TEACH / Broadband (*DeBacher & Claringbole*) – Committee members may recall \$125,000 being allocated for this in the 2014 budget. These funds cannot cover construction although it's okay to cover conduit for interior walls and electrical to be brought to the new point. We knew that there would be internal costs associated with this project. Our estimate right now is a total of \$85,000. We are examining invoices as they come in to make certain we will not incur any penalties paying for construction expenses. We will be submitting a subset to IMLS so they know what criteria we will be using. Kiefer added that we are working with the Division of Enterprise Technology of the DOA on the TEACH 2.0 proposal. Part of that would include infrastructure grants to include some of this. The suggestion is to allocate \$20,000 for TEACH into the 2015 budget as a placeholder with the possibility that it may not need to be used.

Falkenberg asked about the libraries that are not in BadgerNet. Kiefer said that David Cagigal's expectation is getting all libraries / schools upgraded. His intention is to light fiber everywhere. Falkenberg then asked about wireless. Will there be funding for the actual equipment? Kiefer said that we will be asking for numbers. Claringbole will be working with the systems to request details on current access, speed, and access points. Falkenberg asked if now was a good time to get all wireless access on the same system. DeBacher and Kiefer suggested that a discussion of the procurement side of things needs to take place and there are questions on the measurement / statistics relating to wireless.

Communication and Planning – Howe explained that these funds are used primarily for travel related to COLAND and COSLA meetings that Kiefer attends on behalf of our state. DeBacher reported that a total of \$20,000 is being requested for 2015 (\$18,000 for meetings and \$2,000 for materials / supplies). Kiefer reported that he volunteered to

serve as Secretary for the COSLA board, so the amount allocated for meetings may need to be increased.

Growing Wisconsin Readers (GWR) Year Three – Schmidt reported that \$25,000 is being requested for 2015. Even though GWR was created as a three-year initiative, early literacy efforts will continue to evolve and grow in our state to reflect the needs of all participants. Schmidt shared a summary document of GWR Year Two accomplishments that took place during 2014. Year Three activities during 2015 will be very similar to this. Schmidt announced that an article on GWR will appear in a national publication during the spring of 2015. GWR's New Media Training with Little eLit will be taking place during 2015. This training (which will use WISELearn funds) is open to youth services librarians and will focus on the "ever-evolving software (apps) and hardware (tablets) that are radically influencing the childhood experience" (http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/NMT_description.pdf).

Independent Author Recognition and Inclusion – DeBacher is asking for approval to carry over the 2014 budgeted amount into 2015. No solid plan yet although he has met with the WPLC (Wisconsin Public Library Consortium), WLA, and Claringbole about this project. He wants to take this beyond an award / recognition program into a platform for authors' works to be accessible. If we receive the waiver from IMLS, we may add additional funds to this category. DeBacher reported that both Arizona and Massachusetts are using BiblioBoard / BiblioLabs and are part of the SELF-e Project with *Library Journal*.

Learning Express Database – Berninger reported that \$100,000 is being requested for 2015. This is the part of Learning Express that includes test preparation materials; it has been heavily used by Wisconsin residents. In April we asked for funding for the entire year, but in light of the IMLS waiver, we are requesting funding for only six months; funding for the additional six months will come from BadgerLink funding. However, this license cannot be continued without LSTA funds.

Learning Express Computer Module – Berninger reported that \$16,000 is being requested in 2015 for six months of funding. This is the other part of Learning Express: Popular Software Skills Tutorials. This has been included in the budget request.

Library Technology Consultant – DeBacher reported that \$110,000 is being requested for 2015. This is Ryan Claringbole's position (salary, travel, overhead expenses, etc.) and is funded through LSTA. We are grateful to have Ryan on staff; he is building a network of technology contacts throughout the state and working not only with the regional library systems but the local libraries as well.

LSTA Administration – DeBacher reported that \$107,900 is being requested for 2015. The LSTA requirement is that Administration cannot be funded at greater than 4%. This funds a portion of Terrie Howe's salary, meetings, materials, supplies, plus a possible part-time position to assist with LSTA.

RL & LL – Statewide Technology – Berninger reported that \$694,100 is being requested for 2015. This funds the vast majority of the staff for BadgerLink, ILL, the Wisconsin document depository program, and digital archives - also Badger Learn Pro.

RL & LL – WISCAT – Berninger reported that \$433,300 is being requested for 2015. This is the category that funds WISCAT (the vendor contract and the librarian who does technical support). The total cost is offset somewhat by the license fees paid by individual libraries. There are currently 511 Wisconsin libraries using WISCAT for ILL requests.

School Library Inquiry Institute – Berninger reported that \$25,000 is being requested for 2015. This amount has been increased from the initial \$10,000 that was discussed at the April 2, 2014 LSTA Advisory Committee meeting. This initiative allows library media specialists, teacher librarians, school teams, educators, administrators, and youth services librarians to look at how students learn through constructed projects. Sepnaski asked what the \$25,000 covers that was not covered by the initial \$10,000. Anderson explained that the speaker not only is expensive but there is a facility rental at the Institute's location (Madison's Discovery Center – Incubator space). Sepnaski wondered how best to involve school personnel. Anderson reported that the Institute is taking place during the summer, so it should be easier for school personnel to attend. Norton asked how many people would be involved. Anderson replied that there will be a maximum of 45 attendees. Fisher asked if there will still be an application process if less than 45 people are interested. Anderson replied that there most likely would still be an application process. Kiefer added that this project is completely in line with current pedagogy. If we do run into funding problems, this is an example where WISELearn can contribute.

School e-book Project – Berninger reported that Nancy Anderson worked with a team of seven participants from school library media center, catalogers, etc. from across the state. WiLS worked with them to create a survey to gather information. The survey closed the end of October with 146 responses. The summary of the report is finished but needs to go back to the group. The final report will be delivered by the end of December. This project is requesting a million dollars from the biennial budget in order to fund matching grants to school districts. Kiefer clarified that this is not for individual school district purchasing but rather consortial purchasing only.

Statewide Library Improvement – DeBacher reported that \$263,225 is being requested for 2015. This covers some staffing for the PLD team plus the statistical program, Counting Opinions.

Youth Services Development Institute – Schmidt reported that \$15,000 is being requested for 2015. The first Youth Services Development Institute took place in 2013. This intensive leadership training event will rotate with the New Library Director Boot Camp (which will take place in 2016).

Youth & Special Services Librarian – DeBacher reported that \$117,000 is being requested for 2015. This is Tessa Michaelson Schmidt's position (salary, travel, overhead expenses, etc.) plus the annual fee for the Collaborative Summer Library Program and is funded through LSTA.

GRANT CATEGORIES – COMPETITIVE AND NON-COMPETITIVE

- **Accessibility Projects** - Schmidt reported that \$46,888 is being recommended for 2015 by Division staff. There were more applications than in past years. Hearing loops were

very popular this year. Recommendation to fund four of the five applications that were received.

- **Early Literacy Projects** – Schmidt reported that \$60,839 is being recommended for 2015 by division staff. This is the last year that we will specifically offer this category. Early literacy will go back into the general literacy category; it was split apart due to the Growing Wisconsin Readers initiative. We received eight applications and are hoping to fund the majority of them.
- **Literacy Projects**- Schmidt reported that this category directly overlapped with early literacy this year.
- **Delivery Projects (SCLS and NWLS)** - Berninger reported that \$90,000 is being recommended for 2015 by Division staff. Funding is at the same level as the previous year.
- **Digital Creation Technology** – Claringbole reported that \$94,060 is being recommended for 2015 by Division staff. Recommendation to fund ten of the 11 applications that were received. The perceived need for this service / category will continue to increase. DeBacher suggested that this afternoon we should discuss how long we should continue to make this category available; it is now in its third year.
- **Digitization of Library Historical Materials** – Claringbole reported that \$37,576 is being recommended for 2015 by Division staff. Recommendation to fund all six applications. DPLA project and the impact of these grants. John - inquiry regarding DPLA through LSTA. More appropriate to do that as a leadership grant. Possibility of connecting with WISELearn.
- **Library System Technology Projects** – Claringbole reported that \$360,000 is being recommended for 2015 by Division staff. Recommendation to fund all 17 applications. Kiefer said that he's very anxious to work with the systems to create a more consistent planning document that will help establish benchmarks.
- **Merging Public Library Systems** – DeBacher had asked that this category be continued. There was one application. He reported that the Guidelines listed \$4,000 for this category but up to \$5,000 is being recommended for 2015 by Division staff. There was discussion of whether to fund at the stated amount or at the higher amount. DeBacher suggested that we pay out the first \$2,000 of the grant at the beginning of the project then see how the process goes as to whether to fund the remaining at \$2,000 or \$3,000. Kiefer said that more strategic play will come from the upcoming conversation on system redesign.

FINAL RECOMMENDATIONS ON APPLICATIONS AND 2015 ALLOCATION OF FUNDS RECOMMENDATIONS

Technology – All Categories (*except System Technology*)

Sepnafski motion / Marsh second. Friendly amendment to exclude System Technology. Motion carried unanimously. Abstaining: Moeller and Ross

Technology – Library System Technology

Norton motion / Stoeger second. Motion carried unanimously. Abstaining: Falkenberg, Moeller, Ross, and Sepnafski

Special Services – Early Literacy

Sepnafski motion / Stoeger second. Motion carried unanimously.

Special Services - Youth Services Development Institute

Moeller motion / Foley second. Motion carried unanimously.

Library Improvement – Youth and Special Services Librarian

Falkenberg motion / Moeller second. Motion carried unanimously.

Library Improvement – School Library Inquiry Institute

Fisher motion / Sepnafski second. Motion carried unanimously.

Special Services – Accessibility & Outreach

Marsh motion / Ross second. Motion carried unanimously.

Library Improvement – Merging Public Library Systems

Funding level: \$5,000. Moeller motion / Falkenberg second. Motion carried unanimously.

Library Improvement – Statewide Library Improvement

Falkenberg motion / Norton second. Motion carried unanimously.

Library Improvement – Communications & Planning

Ross motion / Sepnafski second. Motion passed unanimously.

Special Services – GWR Early Literacy

Marsh motion / Stoeger second. Motion carried unanimously. Abstaining: Falkenberg and Ross.

Library Improvement – Independent Author Recognition

Norton motion / Falkenberg second. Motion carried unanimously.

LSTA Administration

Funding level: amount listed or 4% level. Norton motion / Falkenberg second. Motion carried unanimously.

After this, it appears that there will be a little over \$75,000 in unused funds that would be considered carry over. Kiefer asked what priorities this group would like to consider if extra money becomes available. Norton suggested thinking about costs that would be involved with system consolidation. DeBacher suggested costs that may be connected with changes in statewide delivery. Norton suggested procedures / investigation at the DPI level into consolidation of systems and what steps need to be taken (possibly a checklist approach). Moeller suggested funding for the Digital Public Library of America (DPLA). Kiefer said that he will investigate a presentation on DPLA. Berninger cautioned that one of the primary restraints is position authority and funding for staff.

CONSIDERATION OF PRELIMINARY CATEGORIES FOR 2016

- DeBacher asked how we can equip smaller and larger libraries with limited staff to support community members that are coming into the library to reinvent themselves / lifelong learning. Should we work on regional training with the systems?
- Kiefer reported that the DPI has been contacted by Coursera. They would like to connect with Wisconsin libraries about a blended learning / MOOC experience. Another

possible topic is the concept of badges / micro-credentialing. Some state library agencies are taking the lead examining how to leverage Mozilla badges to place libraries as lifelong learning places. Micro-credentials may come into play for academic / career plans for children in Kindergarten to Grade 12 in our state.

- Kiefer mentioned that the School Library Inquiry project that Martha Berninger and Nancy Anderson will be working on also ties into credentialing. Regarding this Institute, Sepnafski wondered about making it possible for more people to attend this school / public collaboration. Kiefer said that he would advocate using WISELearn funds to increase the number of possible attendees. Sepnafski asked if that would also be available for the Youth Services Development Institute. Howe replied that this Institute is purposely smaller by design.
- Moeller loves the idea of partnering with Coursera on the blended learning / MOOC experience. Libraries would appreciate having the support.
- Kiefer said that the Division is working on a statewide perpetual learning platform / license that would be paid for by the state.
- Falkenberg asked if there was any chance of automating the Continuing Education paperwork. DeBacher replied that they are investigating whether we can build that into the portfolio for the teacher licensing structure or something else. Kiefer added that the state has options where it might be possible.
- DeBacher suggested that as a result of the DPI / COLAND system study, grant funding may allow for large regional continuing education efforts.

A discussion took place regarding the problem of grants not starting until the funds are received. This could be solved by paying partial awards up front.

Kiefer asked everyone how today's meeting went. Committee members appreciate all the work that the staff does in assembling the information before the meeting. The consensus was that the grant reviewers did an excellent job this year. The entire grant process is now more streamlined and the staff has done a lot of work in making the application process clearer and more focused.

Berninger reminded everyone that Kurt Kiefer sits on COSLA (Chief Officers of State Library Agencies). Several sub groups of COSLA exist and Division managers are part of those. She is part of a new sub group that oversees licensing of electronic resources.

Next Meeting

Howe suggested meeting sometime in April. Eventually Tuesday, April 7, 2015 was set for the next meeting. Location will most likely be the same – Comfort Inn and Suites in DeForest.

Final Comments

There were none.

*Recorded by Denise Anton Wright with assistance from Ryan Claringbole
Approved by the LSTA Advisory Committee, April 7, 2015*